



Maryland Historical Trust

**MARYLAND HISTORICAL TRUST**

**CERTIFIED LOCAL GOVERNMENT  
GRANT PROGRAM**

**FFY 2014**

**Application Guidelines**

**DEADLINE: May 9, 2014**



Martin O'Malley, Governor  
Anthony G. Brown, Lt. Governor

## THE CERTIFIED LOCAL GOVERNMENT PROGRAM

The Certified Local Government (CLG) program recognizes counties and municipalities that have made a special commitment to preservation. This commitment includes, but is not limited to, establishing a qualified historic preservation commission to designate and review historic properties.

Maryland's CLG program is administered by the National Park Service and the Maryland Historical Trust. CLG programs exist in every state and are supported through the federal Historic Preservation Fund. MHT awards 10% of its annual allocation from the Historic Preservation Fund to CLG projects and educational opportunities each year. The total funds available for the FFY 2014 CLG grant round is expected to be approximately \$80,000.

**CLG funds are awarded in two categories: 1) Education and Training and 2) Projects. The FFY 2014 deadline to apply is May 9, 2014. If awarded, all funds must be expended prior to July 31, 2015.**

## ELIGIBLE APPLICANTS

All Certified Local Governments within the State of Maryland are eligible to compete for CLG funds. If you are uncertain whether or not your local government is a CLG, visit [http://mht.maryland.gov/grants\\_clg.shtml](http://mht.maryland.gov/grants_clg.shtml) for a complete list. **To request a FFY2014 application, please contact Nell Ziehl at 410-514-7625 or [nell.ziehl@maryland.gov](mailto:nell.ziehl@maryland.gov).**

## EDUCATION AND TRAINING GRANTS

CLGs may request up to **\$1,000** for Commissioner and staff training each year. This funding is non-competitive but requires a one-to-one cash or in-kind match. The actual award may be less than \$1,000 based upon availability of funds and past performance of CLGs in utilizing and administering educational funding. ***CLGs with outstanding annual reports will not be eligible to receive these funds. If your CLG is currently overdue and wishes to be considered for funding, submit your annual report by the application deadline of May 9, 2014.***

Applicants do not have to determine how they will spend Education and Training funds ahead of time.

### Eligible activities include, but are not limited to:

- registration for state-sponsored training workshops
- the National Trust for Historic Preservation Conference
- programs by the National Alliance of Preservation Commissions (NAPC)
- programs by the Maryland Association of Historic District Commissions (MAHDC).

For FFY2014, CLGs may also request matching grants of up to **\$4,000** (maximum of \$800 per person) to send staff and commissioners to the NAPC biannual Forum in Philadelphia, PA, July 16-20, 2014 (<https://classic.regonline.com/builder/site/default.aspx?EventID=1239917>). Eligible expenses include: registration, lodging, airfare, parking and mileage. ***CLG staff or commissioners who received a Forum 2014 scholarship award in FFY2013 are not eligible to receive additional funds.***

Other training activities may be eligible if they are approved in advance by MHT. If you have a question about eligibility, please contact Nell Ziehl at 410-514-7625 or [nell.ziehl@maryland.gov](mailto:nell.ziehl@maryland.gov).

Education and Training funds, including NAPC scholarships, are distributed on a **REIMBURSABLE** basis and will be administered by MAHDC. All required reporting on the expenditure of grant funds will be conducted by MAHDC. ***CLGs are responsible for providing the required documentation to MAHDC in a timely manner.***

## PROJECT GRANTS

CLGs may request up to **\$25,000** for non-capital projects that advance the CLG's efforts to protect and preserve historic, archeological and cultural resources. Individual awards generally range from \$5,000 to \$15,000.

### Eligible activities include, but are not limited to:

- Identifying and documenting cultural and historic resources for survey or planning purposes;
- Researching and evaluating historic and archeological sites (e.g. historic structures reports, archeological site reports and Historic American Building Survey (HABS) documentation)
- Documenting cultural heritage (e.g., oral histories) related to existing structures and historic communities, especially under-served and/or minority communities ;
- Preparing nominations to the National Register of Historic Places;
- Developing local preservation plans or preservation elements in local comprehensive plans;
- Developing or updating design guidelines for local historic districts;
- Producing heritage education materials including publications, exhibits, video and curricula;
- Preparing publications that add to the public knowledge of Maryland's architectural, archeological and cultural history; and
- Conducting studies to determine the fiscal impact or feasibility of preservation activities.

### Ineligible activities include:

- Property acquisition, rehabilitation or restoration;
- Archival research;
- Curation of objects or collections; and
- Operating or overhead support.

If you have a question about the eligibility of any proposed activity, please contact Nell Ziehl at 410-514-7625 or [nell.ziehl@maryland.gov](mailto:nell.ziehl@maryland.gov).

### Project Selection Criteria

Typically, a successful application clearly demonstrates that the project will make a significant contribution to local preservation efforts and that it will be managed carefully in a professional manner. The CLG grant application is designed to help the review committee evaluate the following criteria: **significance of the project or affected resources, urgency, project design, professional capability, project readiness, protective value, educational value, demonstration value, project impact, matching funds, administrative capability, and geographic distribution.**

### General Project Requirements

All CLG-funded activities must meet the Secretary of the Interior's *Standards for Archeology and Historic Preservation* as well as the *Standards and Guidelines for Architectural and Historical Investigations in Maryland* or the *Standards and Guidelines for Archeological Investigations in Maryland*. These documents are available on the MHT website at <http://www.mht.maryland.gov/survey.html>.

In addition, principal investigators undertaking CLG-funded projects must meet the applicable minimum requirements of the Secretary of the Interior's *Professional Qualification Standards* as set forth in the Code of Federal Regulations, 36CFR61, published in the Federal Register, Vol. 48, No. 190, pages 44738-39 (available online at [www.cr.nps.gov/local-law/Prof\\_Qual\\_83.htm](http://www.cr.nps.gov/local-law/Prof_Qual_83.htm)).

## **Budget Requirements**

CLG project grants require a 40% cash or in-kind match. Applications that demonstrate strong local investment are typically ranked higher in the selection process, and a cash match of at least 15% is encouraged.

In-kind match may include volunteer time and reasonable costs for such items as the use of a government-owned car or photocopying. **Please note that the salaries of any person(s) currently on staff will be considered as in-kind, not cash, match, unless project involvement is outside the scope of their normally assigned duties.**

If awarded, CLG funds are distributed as **REIMBURSEMENTS**. Reimbursements may be requested at any point during the project period and require appropriate financial documentation.

MDP staff and MHT board members may not receive remuneration from any CLG grant funds. State funds may not be used as a match for the CLG program.

## **Federal Requirements**

Because CLG program funds derive from the federal government, grantees must comply with certain federal requirements. All CLG Subgrant applicants must sign and date the U.S. Department of the Interior Certifications regarding Debarment, Suspension and Other Responsibility Matters, Drug-Free Workplace Requirements and Lobbying.

## **POOLING CLG FUNDS**

CLGs can pool Education and Training or Project grants for specific purposes. For example, several CLGs could pool funds to share the services of a preservation professional to meet eligible project or training activities. This allows CLGs to apply in excess of the grant maximum; it also allows CLGs with a stronger administrative capacity to assist other CLGs.

Such an arrangement is permissible when the following conditions are met:

1. All local governments involved in the pooling are CLGs;
2. One CLG is designated as the grant applicant and administrator;
3. The CLG administrator provides the following information in the grant application:
  - a. Names of all CLGs involved in the combined project and signatures of each CLG's chief elected local official or designee;
  - b. The amount of CLG funds requested to be used in the pool; and
  - c. The donor, source, kind, and amount of each CLG matching share commitment, if applicable.

## **CLG GRANTS PROGRAM SCHEDULE**

The application and selection process will follow this established schedule:

**April 2014**

### **Official Announcement of Grant Application Availability**

MHT staff assistance is available for application consultation and project planning. It is strongly recommended that CLGs contact MHT staff prior to submitting an application.

<b>May 9, 2014</b>	<b>Full Application Due</b> Fully completed applications must be submitted through MHT's online grants system <b>on or before May 9, 2014</b> . The Application must include the application form and all required attachments.
<b>June 2, 2014</b>	<b>Remaining Match Documentation Due</b> Any matching funds not documented through the application process must be documented by this date.
<b>June 5, 2014</b>	<b>Evaluation of Applications Completed</b> MHT staff present the results of their evaluation to the MHT Board of Trustees. The Board will approve or deny each grant.
<b>June 2014</b>	<b>Award Announcements</b>
<b>August 30, 2014</b>	<b>Signed Grant Contract Due</b>
<b>July 31, 2015</b>	<b>Project Completed</b> All work on the project must be completed <i>no later than July 31, 2015</i> .

#### **APPLICATION ASSISTANCE**

It is highly beneficial for applicants to contact MHT staff to discuss project proposals prior to submission of an application. For assistance in developing a scope of work and budget for your proposal please contact Nell Ziehl at 410-514-7625 or [nell.ziehl@maryland.gov](mailto:nell.ziehl@maryland.gov).

*This program receives Federal funds from the National Park Service. Regulations of the U.S. Department of the Interior strictly prohibit unlawful discrimination in departmental Federally Assisted Programs on the basis of race, color, national origin, age, or disability. Any person who believes he or she has been discriminated against in any program, activity, or facility operation by a recipient of Federal assistance should write to Director, Equal Opportunity Program, U.S. Department of the Interior, National Park Service, P.O. Box 37127, Washington, DC 20013-7127.*